



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS

From: Becky Koehler
Bureau Chief of Personnel Management

Subject: Technical Vacancy

Date: March 28, 2018

Attached are the Position Summary Sheet and Position Description for the Seasonal Technician Trainee Intern position listed below. Please post this vacancy announcement March 28, 2018, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Tuesday, April 10, 2018**. Applicants **will not** be accepted after that time and date.

Applicants must submit the materials below to the Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764, no later than 4:30 p.m. on Tuesday, April 10, 2018.

- Signed and completed Application for Seasonal Technician Trainee Intern (PM2420)
- CMS284A Authorization for Release of Criminal Information
- CMS284B Self-Disclosure of Criminal History
- Official College Transcript(s) embossed in a sealed envelope

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

TT

Seasonal Technician Trainee Intern
Office of Chief Counsel
Bureau of Legal Services (Cook)
Chicago

Attachments



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technician Trainee

Salary: \$12.00 per hour

Position Title: Seasonal Technician Trainee Intern

Union Position: ☐ Yes ☒ No

Position Number: PW010-23-30-300-00-44

Office/Central Bureau/District/Work Address:

Office of Chief Counsel/Legal Services (Cook) /69 W. Washington St. Suite 2100, Chicago, IL

Description Of Duties:

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2018 through August 15, 2018.

This position provides support services to the Office of Chief Counsel by maintaining accurate documentation and performing general administrative duties as required.

Special Qualifications:

Required:

- Valid driver's license
- Must be enrolled in college for the Spring 2018 session
- At least 18 years old within the calendar year of hire

Desired:

- Strong computer skills
- Knowledge of proper office practices
- Ability to communicate effectively and follow oral and written instructions
- Ability to proofread and verify accuracy of documents
- Ability to work in reception area with various distractions throughout the day
- Ability to prioritize work and provide general support functions of the office

Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

- Proof of automobile liability insurance required at the time of offer.

***IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 13, 2017	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	Richard Kabaker	OFFICE:	Office of Chief Counsel/Legal Services Chicago
CODE:	PW010-23-30-300-00-44	REPORTS TO:	Deputy Chief Counsel

Position Purpose

This position provides support services to the Office of Chief Counsel by maintaining accurate documentation and performing general administrative duties as required.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Deputy Chief Counsel.

This position functions within the Bureau of Legal Services/Chicago and is responsible for maintaining accurate documentation. This position must remain aware of the appropriate personnel policies and rules to ensure that the appropriate procedures are applied in. In addition, this position may assist the Office of Communication as required.

Problems confronting this position involve continuous monitoring of documentation for complete compliance with established policies and procedures. The greatest challenge for the incumbent is to verify the accuracy of all transaction documents.

The incumbent assists with general administrative support functions. S/He serves at the receptionist area providing support as required for bureau staff. This position assists in coordinating documentation. S/He assists in assembling information for reach transaction, verifies the information and maintains accurate files. S/He assists in maintaining and purging files for post time periods. The incumbent answers calls and supplies information as appropriate. S/He prepares correspondence. In addition, the incumbent prepares ad hoc documentation.

Internal contacts include departmental staff at all levels. External contacts include the Office of the Attorney General, FHWA, FTA, FRA, FAA, and industry state holders as required.

This position is constrained by all departmental and DCMS rules and regulations. The incumbent refers non-routine, sensitive issues to the supervisor.

The effectiveness of this position can be measured by the accuracy and timeliness of information collected.

Principal Accountabilities

1. Provides general support functions. Serves at the receptionist area providing support as required for bureau staff.
2. Coordinates documentation for all departmental employees.
3. Verifies accuracy of all transaction documents.
4. Maintains and purges past files according to the policies of the department.
5. Performs other duties as required.
6. Performs all duties in compliance with departmental safety rules and regulations. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.